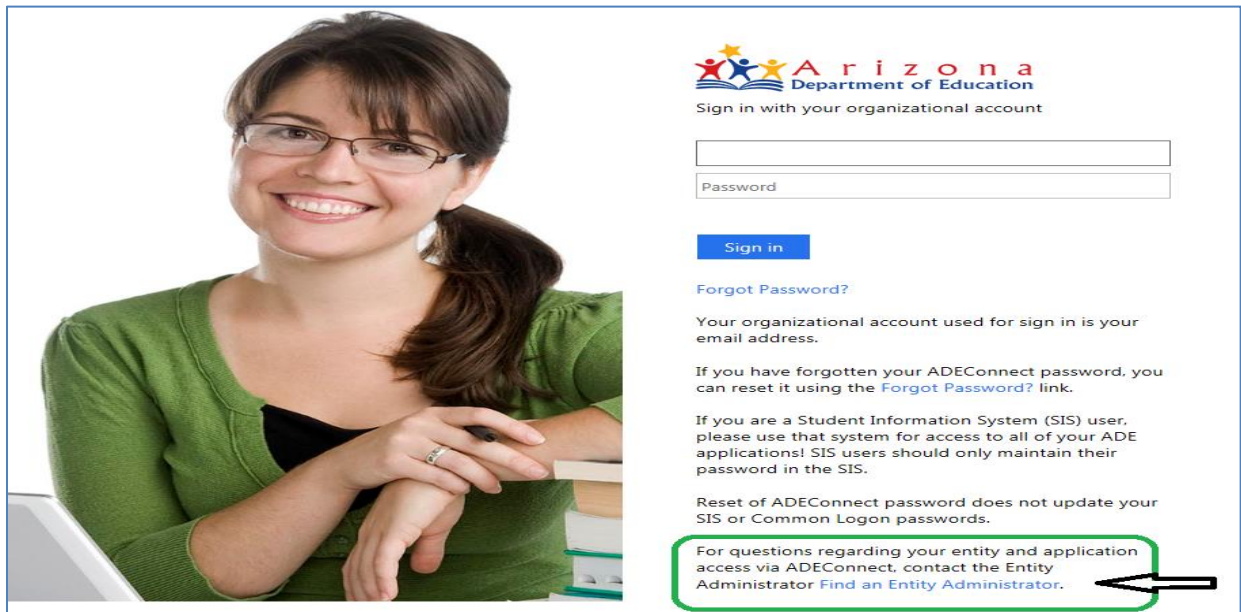


To assist ADEConnect direct sign-on users with finding the Entity Administrator at any District/Charter Holder/School/Charter/BIE/Day Care/Correction Facilities, etc., there is now a 'Find an Entity Administrator' link that can be accessed on the ADEConnect sign on screen. You do not have to be an Entity Administrator to use this link!

If you access ADEConnect through your SIS you will have access to the 'Find an Entity Administrator' link on your ADEConnect home page under your user name and in the Entity Admin contact screen. See screen shots below. Please continue to use your SIS for single sign on access to ADEConnect and your applications.

ADEConnect sign-on screen:

The image shows the ADEConnect sign-on screen. On the left is a photo of a smiling woman with glasses and a green cardigan. On the right, the Arizona Department of Education logo is at the top, followed by the text "Sign in with your organizational account". Below this are two input fields: one for the email address and one labeled "Password". A blue "Sign in" button is positioned below the password field. To the right of the button is a link for "Forgot Password?". Below the link, there is explanatory text about organizational accounts and SIS users. At the bottom right, a green-bordered box contains the text: "For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#)." A black arrow points to this link.

When the link is clicked, you receive the 'Find an Entity Administrator' screen

The image shows the 'Find an Entity Administrator' screen. At the top is the Arizona Department of Education logo. Below the logo, text explains that ADEConnect is organized by "entity" and defines the role of an Entity Administrator. It then instructs users to use the "Find an Entity Administrator" search to locate contacts. Below this is a blue box with the title "Find an Entity Administrator" and the prompt "Search by Entity ID, CTDS, or Entity Name:". Inside this box is a white search input field with the placeholder text "Search". At the bottom of the page is a dark blue footer bar containing links to "ADE Solutions Support Team", "FAQ", "Find an Entity Admin User Guide", and "Find a School", along with a copyright notice for 2015 Arizona Department of Education.

Note: Use the [Find a School](#) link if you need to see directory information for a LEA/School.

A search can be performed in a variety of ways:

- Entity ID
- CTDS [County Type District School]
- LEA or school name

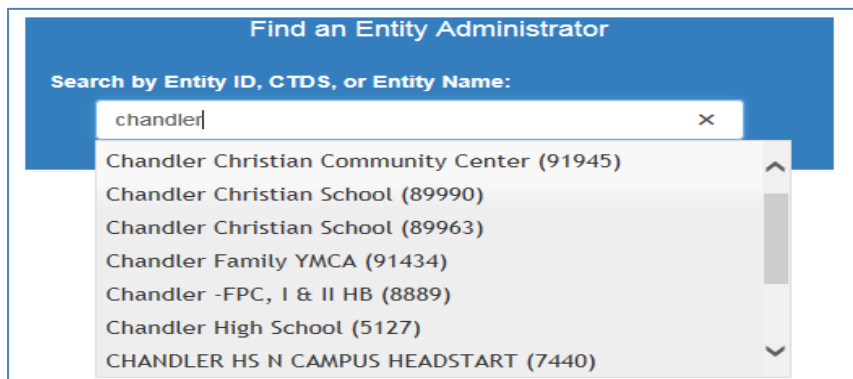
The search results filter based on the input you are typing in the search field. The more information you enter, the search results will automatically narrow until you locate the entity.

Note: the first 25 results will be listed; continue to enter more characters to narrow the search criteria and the results will continue to update.

Note: if you are unsure of the entity id, CTDS or name use the **Find a School** link to look up the information. Then, go back to the Find an Entity Administrator screen and enter search options to locate the Entity Administrator.

➤ **Find an Entity Administrator Search options:** You must enter at least 1 character in the Search field

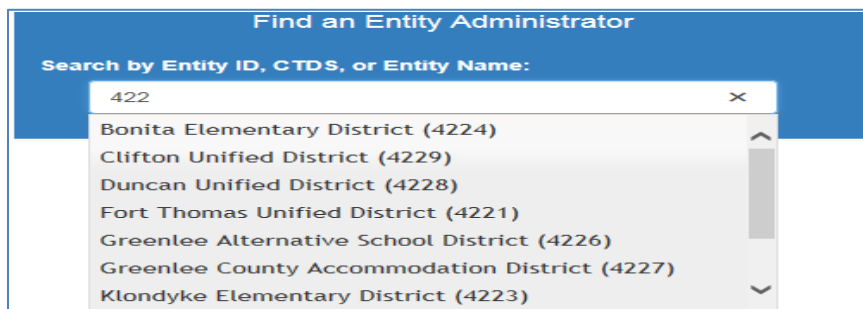
- Search by **Entity name:**
 - This search will display the entity names beginning with the input characters
 - The first 25 results will display; continue to enter characters to narrow the output



The screenshot shows a web interface titled "Find an Entity Administrator". Below the title is a search bar with the placeholder text "Search by Entity ID, CTDS, or Entity Name:". The search bar contains the text "chandler" and a clear button (X). Below the search bar is a dropdown list of search results. The results are as follows:

Entity Name	CTDS Number
Chandler Christian Community Center	91945
Chandler Christian School	89990
Chandler Christian School	89963
Chandler Family YMCA	91434
Chandler -FPC, I & II HB	8889
Chandler High School	5127
CHANDLER HS N CAMPUS HEADSTART	7440

- Search by **Entity Id:**
 - This search, for example, will display the entities *beginning* with the number '422' in the entity ID or the CTDS number(not visible)
 - The first 25 results will display; continue to enter characters to narrow the output



The screenshot shows the same web interface as the previous one, but with the search bar containing the number "422". The dropdown list of search results is as follows:

Entity Name	CTDS Number
Bonita Elementary District	4224
Clifton Unified District	4229
Duncan Unified District	4228
Fort Thomas Unified District	4221
Greenlee Alternative School District	4226
Greenlee County Accommodation District	4227
Klondyke Elementary District	4223

- Search by **CTDS** number:
 - This search will display the entities associated to the CTDS number
 - The CTDS number is not displayed
 - Any entity ID *beginning* with '070', for example, will also be displayed in the output list
 - The first 25 results will display; continue to enter characters to narrow the output

Find an Entity Administrator

Search by Entity ID, CTDS, or Entity Name:

070

- Abraham Lincoln Traditional School (5274)
- Acacia Elementary School (5244)
- ACE Day & Night School - Closed (84661)
- ACE Elementary - Closed (10457)
- Adams Elementary School (4913)
- Agua Fria High School (5454)
- Agua Fria Union High School District (4289)

- **Finding the Entity Administrator Contact Information:**
 - Click on one of the listings in the drop down list to see the Entity Administrator contacts in the next screen.

Find an Entity Administrator

Search by Entity ID, CTDS, or Entity Name:

chandler

- Chandler Christian Community Center (91945)
- Chandler Christian School (89990)
- Chandler Christian School (89963)
- Chandler Family YMCA (91434)
- Chandler -FPC, I & II HB (8889)
- Chandler High School (5127)**
- CHANDLER HS N CAMPUS HEADSTART (7440)

- Entity Administrator Contacts are displayed along with their corresponding email address. Click the 'Contact' email address link to open an email template and send an email to the Entity Administrator.

Entity Administrator Contact	
Chandler High School (5127)	
Entity Administrator	Contact
Lana Turner	Lana.Turner@cusd80.com
Chuck Berry	Chuck.Berry@cusd80.com
George Washington	Geo.Washington@cusd80.com
Abraham Lincoln	Abe.Lincoln@cusd80.com
Close	

- If no Entity Administrator contact has been assigned to the entity, you are directed to ADE Solutions Support Team for help. Click the [ADE Solutions Support Team](#) link to send an email for assistance.

Entity Administrator Contact	
No results found for your input, please contact:	
ADE Solutions Support Team Phone: (602) 542-7378 Toll free: 1(866) 577-9636 Fax: (602) 542-2560 Hours: Monday - Friday, 8:00AM - 6:00PM	
Close	

➤ **Error Messaging:**


- Technical problems may occur at any time. A message is shown to notify you of the problem and advise you on how to proceed.

Example: When entering your search criteria in the input field or after you have selected an entity from the drop down list and clicked the Search button, there may be problems with rendering the results. The following message will be displayed:



If the problem continues to occur after repeated attempts, click the [ADE Solutions Support Team](#) link to send an email for assistance.

➤ **All SIS and Direct Sign in users can ‘Find an Entity Admin’ links on your ADEConnect home page:**

- Under your name
- In the Entity Admin Contact screen (click the  icon)

